



>THIS IS THE WAY

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Nortel Communication Server 1000

DECT Handset 4065R

User Guide



Revision history

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Important safety information

Read the following information before using the Nortel DECT Handset 4065R.



CAUTION

Like all cordless telephones, this handset uses radio signals, which do not guarantee a connection setup under all circumstances. Generally, you should not rely exclusively on cordless telephones when making indispensable calls (such as medical emergencies).



The CE Marking indicates that this equipment is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

Visit the Nortel web page to obtain a copy of the Declaration of Conformity: <http://www.nortelnetworks.com/products/announcements/eumrdc/index.html>



This product complies with IP54, according to IEC 60 529. Use only in countries where authorized.

Sensitive electronic equipment

Any radio-based equipment can potentially cause interference with other equipment and can receive interference from other equipment. This potential also applies for DECT equipment. However, due to the very low transmission power used by DECT equipment, the risk of interference is very small.

Safety precautions

Observe the following safety precautions:



CAUTION

Keep the charger, handset, and accessories out of reach of small children.



WARNING

Do not open the handset or charger; doing so can expose you to high voltages. Have all repairs carried out by authorized service personnel.



WARNING

Do not use the handset in a vehicle or hazardous location.



CAUTION

- This product contains magnetic material. Be aware that small metallic objects can stick (for example) to the loudspeaker, which can deteriorate audio quality and can be harmful. Do not allow the charger and the battery contacts to come into contact with conductive objects, such as keys, paper clips, rings, or bracelets.
- Do not place the phone within 10 cm of sensitive electronic equipment.

Setting up the handset

Before you use the handset, it is important that you read the safety information and perform the following steps:

- Installing the charger
- “Charging the batteries” on page 11

Installing the charger

Place the charger on a flat, even surface. To operate the charger, a mains connection is required. Ensure that the mains voltage matches the adapter mains voltage.

1. Connect the cable on the plug-in mains adapter to the terminal on the bottom of the charger.
2. Plug the mains adapter into the mains socket outlet.



CAUTION

Do not install the charger, handset, and accessories near:

- water, moisture, sources of heat, or in direct sunlight
- devices that generate strong magnetic fields, electrical appliances, fluorescent lamps, computers, radios, televisions, or fax and telephone terminals
- areas where the handset can be covered, or in locations with poor ventilation
- excessive dust, or areas subject to vibration, shock, or extreme temperature fluctuations



CAUTION

- Use only the plug-in AC adapter and battery type supplied, and use only approved accessories.
- Ensure the mains voltage of the adapter matches the local mains voltage.
- Do not use AC adapters that are visibly damaged (cracked or broken housing), and keep the ventilation slits on the AC adapters free of obstruction.



WARNING

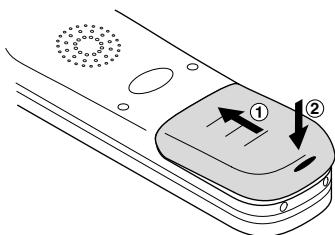
- Do not use any batteries except those provided or authorised by Nortel.
- Do not charge the batteries unless you use the supplied charger and the proper batteries.
- Do not replace the batteries in potentially explosive environments, such as rooms where flammable liquids or gases are present.
- Do not dispose of batteries in a fire. Recycle or dispose of batteries in accordance with local regulations.

Your handset can be used to make and receive calls only after you charge the batteries.

Installing the battery pack

You must install the battery pack before you can use your handset.

1. Make sure the handset is switched off. Place the handset with the display downwards on a flat surface.
2. Push the battery pack into the casing, as shown in Figure 1 (1).
3. Press the battery pack down until it locks, as shown in Figure 1 (2).

Figure 1: Installing the battery pack

Important battery information

Use the battery pack only as directed. Heat or cold reduces the performance and service life of the batteries. It is possible that a handset with hot or cold batteries can be temporarily out of operation even if the batteries are fully charged.

Charging the batteries

Place the handset in the charger.



CAUTION

The batteries can become hot during the first charge cycle.

Charging guidelines

- Charge the batteries for approximately five to six hours before using the handset for the first time. This protective measure extends the service life of the batteries.
- The maximum power output is attained only after three to five charging and discharging cycles.
- Do not leave the handset connected to the charger longer than one month without using.
- The batteries can be charged and discharged hundreds of times, but eventually they wear out. If the operating time (that is, talk and standby time) is significantly shorter than usual, replace the batteries.

- To maintain optimum operating time, discharge the batteries from time to time by leaving the handset off the charger and switched on, until it switches itself off. Do not use any other method to discharge the batteries.
- Extreme temperatures influence the charging capability of the batteries.

Charging and operating times

- Empty batteries require approximately five hours to fully charge.
- When batteries are fully charged, the handset has approximately 8 hours of talk time or approximately 100 hours of standby time.

Charge display

The handset display screen shows the battery charge status. When the battery capacity is almost exhausted, the battery symbol flashes in the display. If the battery warning tone is switched on, the battery warning tone sounds, see “Configuring Attention Tones” on page 65. If you are making a call when this occurs, approximately three to five minutes of talk time remains. If you are not making a call and the handset is not in the charging station, *Battery empty* appears in the display. You cannot make a telephone call while this message is displayed.

Note: Batteries with an unknown charging status fully charge in approximately 14 hours.

See Table 1 for battery charge display definitions.

Table 1: Battery charge display

	80 - 100 % charged
	60 - 80 % charged
	40 - 60 % charged
	20 - 40 % charged
	0 - 20 % charged
	(frame flashes) batteries are empty: alert tone has been given.

Note: When the battery is replaced, the charge level is not correctly displayed until a whole charge and discharge cycle completes.

Handset controls

This section provides information about the following:

- “Switching the handset on or off” on page 14
- “Keys and display” on page 14
- “Handset illumination” on page 19
- “Locking or unlocking the dialpad” on page 19
- “Menu Shortcuts” on page 20

Figure 2 provides an illustration of the handset layout.

Figure 2: DECT Handset 4065R



- ➊ Use the **SOS** key, located on the side of the phone, to signal for help in an emergency.
- ➋ Press the **arrow** (up/down) keys to select menu items.
- ➌ Use the two **soft keys** to select the function shown on the LCD above the soft key.
- ➍ The right soft key also functions as the **On/Off** key.



Press the **Handsfree/Transfer/Info** key to:

- activate Handsfree (hold down the key until a dial-tone sounds).
- transfer a call or conference a third party.
- open the information menu.



Use the **Hook** key to:

- make a call
- answer a call
- end a call

Switching the handset on or off

Use the right soft key to switch the handset on or off, as follows:



Switch the handset ON by pressing the On/Off key.

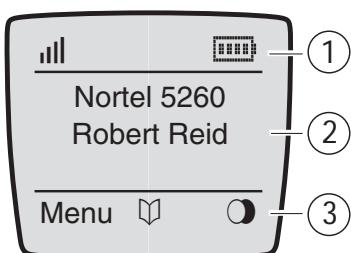


Switch the handset OFF by pressing the On/Off key for more than three seconds when the phone is in an idle state.

Keys and display

The handset has three major display areas, as shown in Figure 3.

Figure 3: 4065R display



1. Icon/text line
2. Information/text lines, which display messages and:
 - status (in idle mode)
 - caller names or numbers (in calling mode)
3. Soft key line

Icon/text line

The function of this line changes as follows:

- During a telephone call or while in idle mode, the Icon/text line displays the current status of the handset.
- When using the menus, the Icon/text line displays the name of the active menu.

When the handset is in an idle state, the Icon/text line is replaced with an icon line, which displays various handset status symbols as shown in Table 2.

Table 2: Symbols indicating handset status

Symbol	Status
	Steady: Ringer deactivated
	At least 2 bars: Good radio link
	Steady: Handset has a connection Flashing: Handset has an incoming call
	Steady: Handsfree is activated
	Steady: Microphone is muted
	Steady: New message Flashing: Message box is full.
	Flashing: Voice message waiting in message box.
	Charge status of the batteries

Information/Text lines

The middle lines of the display provide information that varies with the current state of the handset. When the handset is:

- in idle mode, status information is shown.
- in calling mode, caller names or numbers are shown.

In the idle state, the display shows the name of the DECT system, the programmed user name (as you entered it, see page 73), the internal telephone number (if programmed).

During a call the display is updated with the caller line IDs and/or calling party name display (CPND), and call duration timer.

While browsing in menus, menu options (for example, caller filter) and the features menu are displayed as a three-line list. If more than three lines of information are available, the lines can be scrolled up or down using the **arrow** keys. Selectable entries are shown with a dark background.

Symbols can also appear in this area of the display. For example, when Caller Filter is active, the $\swarrow\searrow$ symbol appears in the center of the third row of the Text/Information area of the display.

Soft key line

Soft keys are located below the Information/Text line. The functions allocated to the keys are shown on the bottom line of the display. The key functions change automatically according to the operation state of the handset.

Menu soft key

Press the Menu soft key to activate a menu of relevant operations; the contents of this menu depends on the state of the handset. Short-press the **Menu** soft key to activate the shortcut menu (refer to "Menu Shortcuts" on page 20).

Arrow soft keys

Symbols displayed above the **arrow** keys () identify the respective functionality of the **arrow** keys:



When the Telephone Book icon is displayed, press the **arrow** keys to select numbers from the Telephone Book.



When entering telephone numbers and names, press the **arrow** keys to move the cursor left or right.



When a selection list (such as Telephone Book or Menu) is displayed, press the **arrow** keys to move the cursor to the desired entry.



During a call, press the **arrow** keys to increase or decrease the receiver or loudspeaker volume.



Right soft key

Two functions are available on the right soft key, depending on how long you hold the key. Use the right soft key for either of the following:



Press and immediately release the right soft key to delete an individual character.



While editing an entry, long-press the right soft key (if key-click is enabled, a tone sounds) to return to the previous menu.

OK soft key



Press the **OK** soft key to select a function. In the display area, active settings are indicated by a check mark (✓), while inactive settings are indicated by a dash (-).

Options soft key



Press the **Options** soft key to perform actions on the selected item in the current menu.

Esc soft key



Press the **Esc** soft key to quit the current menu selection. The selection of the previous menu branch or the current idle or connection display is shown.



Press the **Esc** soft key one or more times to quit the present menu and return to the idle display.

Redial soft key



Press the **Redial** soft key to enter the Redial list.

Dialpad unlock



Press the unlock soft key, followed by the key, to unlock the handset.

Automatic Hide

Menus are automatically hidden when:

- you receive a call while your phone is in the idle or call state.
- you perform input, during a call, that requires invoking a new, call-dependent menu (for example, you press the **Transfer/Conference** key ()) to transfer a call or set up a conference call).
- you press a soft key that invokes a menu other than the one currently displayed.

If you have saved your input, it remains saved when you leave the menu.

Receiver key



Press the **Hook** key to initiate, answer, or end a call.

The Hook key offers the same functions as lifting or replacing the receiver of a normal telephone.

Handsfree/Transfer/Conference/Info key

The Handsfree key has the following functions:



Handsfree: During a call, or when the phone is in an idle state, long-press the **Handsfree** key to activate Handsfree mode.



Transfer/Conference: During a conversation, press the **Transfer/Conference** key to initiate a transfer or conference.



Info: Press the **Info** key to open the Information menu to access the Caller List, Messages, and VoiceBox.

Number keys

The dialpad number keys are used to directly enter telephone numbers and names, including vanity phone numbers (which use letters standing

for specific digits of a phone number). Long-press the (0) key for a longer period to insert a pause in predial mode.

SOS key



A special key on the top left side of the handset activates an SOS call or message in idle mode. See "Making an SOS call" on page 23 for details

Handset illumination

The display is automatically illuminated when there is an incoming call or a key is pressed. The display illumination automatically switches off after 10 seconds if no key is pressed.

Locking or unlocking the dialpad

Use the Key Lock feature to disable key input and prevent any accidental operation.

To lock the dialpad:



1. Press the **Menu** soft key.



2. Press the # key within 1 second.

Note: The left soft key label becomes a lock icon (🔒).

To unlock the dialpad:



Press the left soft key (🔒), and then press #.

Note: You can answer calls when the key lock is active; once you do, key lock is temporarily suspended, enabling you to use all the keys. The key lock is reactivated when you terminate the call.

Menu Shortcuts

To provide quicker access to frequently used menu items, dialpad shortcuts are provided. When the handset is in an idle state, press the **Menu** soft key, and then press any of the keys listed in Table 3.

Table 3: Menu Shortcuts

Function	Key	Description
Buzzer off	Menu ①	Switch Buzzer off.
Buzzer on	Menu ② ^(B)	Switch Buzzer on.
Silent Charging on	Menu ③ ^(S)	Switch Silent Charging on.
Silent Charging off	Menu ④ ^(H)	Switch Silent Charging off.
User Name	Menu ⑤ ^(X)	Change the user name
Mandown call on/off	Menu ⑥ ^(W)	Activate or deactivate the mandown call function.
Caller Filter Accept List	Menu ⑦ ^(P)	Caller Filter Accept List activated
Caller Filter Block List	Menu ⑧ ^(U)	Caller Filter Block List activated
Caller Filter Off	Menu ⑨ ^(M)	Caller Filter Off
Buzzer on/off	Menu *	Switch Buzzer on and off.
Key Lock on	Menu #	Switch Key Lock on.

For more information about menu functions, see “Telephone Options” on page 59, “Configuring DECT system information” on page 71, and “Security functions” on page 77.

Calling features

This section explains:

- “Making a call” on page 21
- “Answering a call” on page 24
- “Changing settings during a call” on page 25
- “Transferring a call” on page 26

Making a call

Choose one of these options to make a call:

Dialling



1. Press the **Hook** key.



2. Use the dialpad to enter the phone number.

Using the Predial option

To predial a number:



1. Use the dialpad to enter the phone number.



2. Press the **Hook** key.

Note: Long press the zero (0) key to insert P (for pause) when entering a number in predial mode.

You can add additional digits to the number you are dialling. For example, in some offices you must add a digit at the beginning of the number to place a call on an outside line.

To edit a number in predial mode:



1. Use the **arrow** keys to position the insertion point.



2. Use the dialpad to enter the new digits.

Note 1: Press the right soft key (⬅) to delete individual digits.

Note 2: Long-press the right soft key (⬅) to cancel predialling.



3. Press the **Hook** key to dial.

Note: When predialling, if the input cursor is positioned after the telephone number, the new digits are inserted at the end of that telephone number. If the input cursor is positioned at any other point, the new digits are inserted in front of the insertion point.

Using Quick Call

Use the Quick Call feature to place calls by dialling a one-digit code.



1. Long-press the number key assigned to the phone number.
2. Press the **Hook** key to dial the number.

Note: If Auto Quick Hook is enabled, you do not need to press the Hook key. To enable Auto Quick Hook, see page 66. See Page 43 for information about assigning one-digit codes.

Using Handsfree

To enable several people in a room to listen to a call, the handset includes a Handsfree feature.



1. Long-press the **Handsfree** key before or during a call.



2. Use the dialpad to enter the phone number.



3. Press the **Handsfree** key or the **Hook** key to end the call.

Note: When the Handsfree function is active, the hook icon is replaced by the loudspeaker icon (LOUD).

For best results:

- Place the handset upright on a smooth, flat surface, leaving the loudspeaker and microphone free of obstruction.
- Keep approximately 0.5 metres away from the handset when speaking.

Using the Telephone Book to dial

Use the following steps to dial numbers stored in the Telephone Book:



1. Press the **Telephone Book** soft key.
2. Press the **arrow** key to scroll through the Telephone Book and select the number you want to dial.



Note 1: Alternatively, you can select entries in the Telephone Book by entering characters on the dialpad.

Note 2: If you do not take any action for two seconds, the name and number of the selected entry is automatically displayed. If this happens, press the **arrow** keys to continue browsing the list.



3. Press the **Hook** soft key.

Making an SOS call

Use this option to make emergency calls to a specific telephone number. When you press the SOS key, the phone sends a text message if one is programmed; otherwise it initiates a voice call.



- Press and hold the **SOS** key to dial the SOS number.

Note: The SOS function is only available when an SOS number is programmed. Otherwise, “Not Available” is displayed when you press the **SOS** key. To store an SOS number, see “Configuring the Emergency Call SOS number and message” on page 61.

Mandown call

The handset contains an integrated sensor that detects the orientation of the handset. If the handset orientation changes from upright to horizontal (in other words, it falls over), a mandown call is initiated or a message is sent to a preprogrammed mandown call number. The number and the text message are stored in the menu Telephone Options; see “Telephone Options” on page 59. The Mandown call option can be switched on or off with the key shortcut **Menu** (6^{UNO}). (See “Menu Shortcuts” on page 20 for more information.)

Answering a call

The ringer sounds and the call alert symbol (📞) flashes to announce an incoming call. The number of the caller is displayed, if it is available.



Press the **Hook** key to answer the call.

or

Lift the handset off the charger, if Charger Answer is enabled. For more information on Charger Answer, refer to “Activating or deactivating Charger Answer” on page 67.

Muting the ringer

Silence

Press the **Silence** soft key to mute the ringer alert signal during a call alert.

Note: This does not disable the call alert symbol, which flashes when a call is received.

Note: Once the call is muted, you have the option to reject the call.

Rejecting a call

 Press the **Reject** soft key to reject the call.

Note: The call is diverted to your voice mail system (if configured).

Changing settings during a call

During a call, you can adjust the Earpiece or Handsfree speaker volume and mute the handset.

Adjusting the Earpiece or Handsfree volume



During a call, you can change the Earpiece or Handsfree volume, in eight steps, using the arrow keys (). When the minimum or maximum volume is reached, a beep sounds. A bar in the display increases or decreases to indicate the actual volume setting.

Note: When you adjust the Earpiece or Handsfree volume, the new setting is remembered the next time you use the phone.

Using Mute during a call



Press the **Mute** soft key to deactivate the microphone of your handset. The microphone muted symbol () appears on the Icon line.



Press the **UnMute** soft key to activate the microphone again.

Using Handsfree during a call

You can enable Handsfree during a call. Long-press the **Handsfree** key () during a call to switch Handsfree on or off. For more information about using Handsfree, see “Using Handsfree” on page 22.

Transferring a call

Use this option to transfer a call, or to conference in a third party.



1. Press the **Transfer** key to put the first caller on hold.

The letter R is displayed on the bottom line of the display, and a special dial tone sounds.



2. Use the dialpad to dial the phone number of the third party.
3. Choose one of the following:



or



- Press the **Transfer** key to conference in the first caller.
- Press the **Hook** key to transfer the call.

Using Voice Mail

Use the Voice Mail feature to listen to voice messages left by calling parties.

Note: Contact your system administrator to determine if Voice Mail is available on your system.

When a new voice message is waiting, the Voice Mail (✉) symbol flashes on the icon line, and the text *Voice Message* flashes on the display if the Voice Box number is configured. The symbol disappears after all voice messages are played.

Note: When messages are received while the handset is switched off, or is out of the range of the system, the Message Waiting indicator is displayed when the handset is turned on or comes back in range of the system.

For automated access to your voice messages, Nortel recommends that you preconfigure the Voice Mail access number and voice box password, as discussed in “Configuring Voice Box No.” on page 65.

Accessing Voice Mail

Use this option to automatically access voice mail messages using a preconfigured Voice Mail access number, voice box number, and password.



1. Press the **Info** key.
2. If the Voice Box option is not already highlighted, press the **arrow** keys to scroll and highlight the **Voice Box** option, and press the **OK** soft key.

3. Choose one of the following:

- Press the **OK** soft key.
- Press the **Hook** key.

 OK

or



The Voice Mail access number is automatically dialled, and your voice box number and password are automatically entered.

Note: Press the **Esc** key at any time to cancel this procedure.

 Esc

4. Press the **Esc** soft key one or more times to return to the idle display.

Using Text Messaging

You can send and receive text messages using the DECT Handset 4065R whenever the phone is connected to the DECT system, even during a call.

This section provides information on the following topics:

- “Messaging limitations” on page 29
- “Working with Text Messages” on page 29

Note: Text Messaging is available only if it is supported by your communications system. Contact your system administrator to determine what features are available on your system.

Messaging limitations

The following limitations apply:

- The system can store up to ten messages.
- Messages cannot be sent or received if the handset is outside the range of the system.
- If a message cannot be delivered, the sender hears an error beep.
- If a message is received while you are making a menu setting, the menu is aborted and all entries that have not yet been saved are not stored. Furthermore, phone numbers that have already been entered and the text of a message you are currently writing are lost if you receive a message.

Working with Text Messages

To open the Text Messaging menu:



1. Press the **Info** key.



2. Press the **arrow** keys to scroll and highlight the **Messages** option.



3. Press the **OK** soft key.



4. Press the **arrow** keys to scroll through stored messages.

Note: The first few words of each message is displayed in the list.



5. Press the **Esc** soft key one or more times to return to the idle display.

Symbols are displayed in front of each message to indicate the message status, as indicated in Table 4.

Table 4: Text Message status icons

Symbol	Meaning
	urgent message
	normal message read
	normal message unread
	transmitted message confirmed
	transmitted message not yet confirmed
	message could not be transmitted successfully
	messages in the list downloaded from the PC

Reading Text Messages

Checking message details and reading messages:



1. Open the **Messages** menu as discussed in "Working with Text Messages" on page 29.
2. Press the **arrow** keys to scroll and highlight a message.

Options**Details**

or

Read

3. Press the **Options** soft key.
4. Press the **arrow** keys to scroll and highlight either of:
 - **Details** (to display the message date and time.)
 - **Read** (to display the entire message. Use the **arrow** keys to scroll and display longer messages.)

OK**Esc**

5. Press the **OK** soft key.
6. Press the **Esc** soft key one or more times to return to the idle display.

Creating Text Messages

If the Message list is empty, you can enter a custom text message. Refer to “Dialpad layout” on page 36 for more information about entering text with the dialpad.

To write a custom message:

1. Open the **Messages** menu as discussed in “Working with Text Messages” on page 29.

Options**New****Options**

2. Press the **Options** soft key.

3. Press the **arrow** keys to scroll and highlight the **New** option.

4. Use the dialpad to enter the text of your message.

5. Press the **Options** soft key.



Normal Message

or

Urgent Message



6. Press the **arrow** keys to scroll and highlight one of the following:

— **Normal Message**

— **Urgent Message**

and press the **OK** soft key.

Note: For more information about the difference between Normal and Urgent messages, see “Urgent and Normal messages” on page 34.



7. Press the **OK** soft key.



8. Use the dialpad to enter the recipient phone number.



9. Press the **OK** soft key.



10. Press the **Esc** soft key one or more times to return to the idle display.

You can edit and resend any message stored in the Messages list, as long as the list does not already contain ten messages.

To send an existing message:



1. Open the **Messages** menu as discussed in “Working with Text Messages” on page 29.



2. Press the **arrow** keys to scroll and highlight a message.

Options



3. Press the **Options** soft key.



4. Press the **arrow** keys to scroll and highlight the **Send** option, and press the **OK** soft key.



5. Use the dialpad to edit the text of the message.



6. Press the **Options** soft key.

-  **Normal Message**
or
 **Urgent Message**
- OK**
7. Press the **arrow** keys to scroll and highlight one of the following:
- **Normal Message**
 - **Urgent Message**
- OK**
- and press the **OK** soft key.
- Note:** For more information about the difference between Normal and Urgent messages, see “Urgent and Normal messages” on page 34.
-  8. Use the dialpad to edit the recipient phone number.
- OK**
9. Press the **OK** soft key.
- Esc**
10. Press the **Esc** soft key one or more times to return to the idle display.

Note 1: After you send a message, your phone displays symbols that indicate the status of the message as indicated in Table 4 on page 30.

Note 2: If you send an Urgent Message, the phone waits up to 60 seconds for a response from the recipient. During this waiting period, you cannot send or receive other messages.

Note 3: If message delivery fails, a beep sounds.

Deleting Text Messages

Use the following steps to delete text messages:

- Options**
1. Open the **Messages** menu as discussed in “Working with Text Messages” on page 29.
 2. Press the **arrow** keys to scroll and highlight a message.
 3. Press the **Options** soft key.



4. Press the **arrow** keys to scroll and highlight one of the following:
 - **Delete** (to delete the selected entry)
 - **Delete All** (to delete all entries in the Redial List)
- and press the **OK** soft key.
5. At the **Sure?** prompt, choose one of the following:
 - Press the **OK** soft key to delete the entry / all entries from the Telephone Book.
 - Press the **Esc** soft key to cancel changes.
6. Press the **Esc** soft key one or more times to return to the idle display.

Urgent and Normal messages

The system differentiates between urgent and normal messages, which are signalled in different ways on the handset. The signalling of normal and urgent messages is effected by means of different ringer melodies (refer to "Adjusting Ringer Settings" on page 54).

Normal messages

Normal messages are messages that you do not need to confirm. When you turn on the option Normal Message Display, normal messages signal on the display immediately upon receipt. If you turn off Normal Message Display, normal messages do not display.

Unless you have disabled the ringer, the melody for normal messages plays once when a message is received. If you receive a normal message during a call, a short alert tone sounds.

Urgent messages

Urgent messages are messages that you must confirm. An activated key lock is temporarily deactivated when receiving such a message so that its receipt can be acknowledged. Receipt of an urgent message is immediately signalled on the display.

Unless you disable the ringer, a melody plays when an urgent message is received. The ringer volume increases to the maximum during the

signalling process. If you receive an urgent message during a call, a repeated alert tone sounds.

Receipt confirmation

You must confirm the receipt of an urgent message. When an urgent message is not confirmed within 60 seconds, a message is sent to the initiator, indicating that the message has not been delivered. When a message is received, choose one of the following:

OK

Press **OK** to confirm the receipt of a message.

or

or

Delete

Press **Delete** to confirm the receipt of a message.

Note: All other keys are blocked until you confirm the message with **OK** or **Delete**.

Message list full

The message list can store a maximum of ten messages; if it is full, a flashing  symbol appears on the display and the system handles a new message according to the Overwrite setting (discussed in “Configuring Message Options” on page 68), as follows:

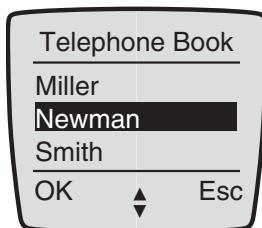
- If you turn on Overwrite, the oldest message is deleted before the new message is stored.
- If you turn off Overwrite, the message is not stored.

Using the Telephone Book

This section contains information on the following topics:

- “Dialpad layout” on page 36
- “Working with Entries in the Telephone Book” on page 38
- “Using Quick Call” on page 40
- “Transferring phone numbers to the Telephone Book” on page 42

Figure 4: The Telephone Book



The Telephone Book allows you to store a maximum of 100 phone numbers and names, which can be searched alphabetically. The following restrictions apply:

- Each entry must have a unique name.
- A telephone number can be stored more than once if a different name is used each time.
- Each entry can have a maximum of 16 characters in the name, and a maximum of 32 digits in the telephone number.
- A dashed line indicates the beginning and end of the Telephone Book list.

Dialpad layout

Use the dialpad to:

- enter a telephone number
- add or edit Telephone Book entries

- create or edit text messages

To enter a character:

- press a key from 2 to 9 to enter lowercase letters. Press it more than once for more characters. For example, press the 4 key twice to enter the character H.
- long-press a key from 2 to 9 to enter an uppercase letter, or press the asterisk (*) key to toggle between uppercase and lowercase letters.

See Table 5 for a reference chart of characters you can enter using the handset dialpad.

Table 5: Handset dialpad reference

Key	Uppercase letter	Lowercase letter
1	? ! 1 - + * / = () % ¿ ¡	? ! 1 - + * / = () % ¿ ¡
2	A B C 2 Ä Å Á Á Ä Æ Ç	a b c 2 ä å á á æ ç
3	D E F 3 Ě È É Ê	d e f 3 Ě è é ê
4	G H I 4 Í Í Í Í	g h i 4 Í Í Í Í
5	J K L 5	j k l 5
6	M N O 6 Ñ Ö Ò Ó Ô Ø Ø	m n o 6 ñ ö ò ó ô ø ø
7	P Q R S 7 ß	p q r s 7 ß
8	T U V 8 Ü Ù Ú Û	t u v 8 ü ù ú û
9	W X Y Z 9	w x y z 9
0	(space) , . 0 : ; _ “ ‘ ^ ~	(space) , . 0 : ; _ “ ‘ ^ ~
*	A -> a	a -> A
#	# @ € \$ £ ¥ § < > { } []	# @ € \$ £ ¥ § < > { } []

Note: When you enter characters, the first display line shows all characters assigned to the key. The actual position is marked by the underscore (_) symbol.

Working with Entries in the Telephone Book

Adding a new entry

Use these steps to manually create a new entry in the Telephone Book:



1. Press the **Telephone Book** soft key.



2. Press the **Options** soft key.



3. Press the **arrow** keys to scroll and highlight the **New** option, and press the **OK** soft key.



4. Use the dialpad to enter the phone number, and press the **OK** soft key.



5. Use the dialpad to enter the name.

Note 1: Each phone number you store in the Telephone Book must have a name associated with it. The maximum length of the name is 16 characters.

Note 2: Adding an exclamation mark in front of a Telephone Book entry indicates a VIP entry. VIP entries can have a different melody, see “Selecting the ringer melody” on page 54.



6. Press the **OK** soft key.



7. Press the **Esc** soft key one or more times to return to the idle display.

Dialling from the Telephone Book

To dial a number from the Telephone Book, see “Using the Telephone Book to dial” on page 23.

To predial a number from the Telephone Book:



1. Long-press the **Hook** soft key.



2. Press the **Telephone Book** soft key.
3. Press the **arrow** keys to scroll and highlight the number you want to dial.



Editing an entry in the Telephone Book

Use these steps to edit an existing entry in the telephone Book:



1. Press the **Telephone Book** soft key.
2. Press the **arrow** keys to scroll and highlight the entry you want to edit.

Options

3. Press the **Options** soft key.
4. Press the **arrow** keys to scroll and highlight **Edit**, and press the **OK** soft key.



5. Use the **dialpad** to edit the telephone number
 - Move the cursor using the **arrow** () keys. New digits and characters are added in front of the flashing cursor.
 - Press the right soft key () to delete individual digits or characters from the number.
 - Press the **OK** soft key if you do not want to change a phone number or name.
 - Long-press the right soft key () to exit without making any changes.



6. Use the **dialpad** to edit the name, using the same keys and controls you used to edit the telephone number.



7. Press the **OK** soft key.



8. Press the **Esc** soft key one or more times to return to the idle display.

Deleting an entry or deleting all entries

Use these steps to delete entries from the Telephone Book:



1. Press the **Telephone Book** soft key.



2. Press the **arrow** keys to scroll and highlight the entry you want to delete.

Options



3. Press the **Options** soft key.

Delete

or

Delete All



4. Press the **arrow** keys to scroll and highlight one of the following:
 - **Delete** (to delete the selected entry)
 - **Delete All** (to delete all entries in the Messages list)

and press the **OK** soft key.



5. At the **Sure?** prompt, choose one of the following:



or



- Press the **OK** soft key to delete the Telephone Book entry or entries.
- Press the **Esc** soft key to cancel changes.



6. Press the **Esc** soft key one or more times to return to the idle display.

Add to filter

You can use the Caller Filtering list to store numbers you want to block, or to store numbers from which you want to accept calls. To transfer numbers from the Telephone Book to the Caller Filter list, see “Transferring phone numbers to the Caller Filter list” on page 53.

Using Quick Call

Use the Quick Call feature to place calls by dialling a one-digit code. To dial a number using Quick Call, ensure that your handset is in an idle state, and long-press the key to which you have assigned the number.

You can store a maximum of nine Quick Call numbers, one each for the nine keys on the dialpad. Quick Call numbers are assigned to phone numbers already stored in the Telephone Book. To learn how to make a call using Quick Call, see “Using Quick Call” on page 22.

Assigning a Quick Call number



1. Press the **Telephone Book** soft key.
2. Press the **arrow** keys to scroll and highlight the entry to which you want to assign a Quick Call number.
3. Press the **Options** soft key.
4. Press the **arrow** keys to scroll and highlight the **Quick Call** option.



Quick Call



5. Press the **OK** soft key.
6. Assign a Quick Key by entering a one-digit number from 1 to 9 as your Quick Call number.
7. Press the **OK** soft key.



Note: The Telephone Book entry shows the assigned Quick Call number behind the name.



8. Press the **Esc** soft key one or more times to return to the idle display.



You can remove a Quick Call assignment by assigning the Quick Call number to another Telephone Book Entry. Alternatively, you can delete the Quick Call assignment, so that no telephone number is assigned to that key.

Deleting a Quick Call assignment



1. Press the **Telephone Book** soft key.
2. Press the **arrow** keys to scroll and highlight the entry from which you want to delete a Quick Call Number.
3. Press the **Options** soft key.



Options



OK

◀

OK

Esc

4. Press the **arrow** keys to scroll and highlight the **Quick Call** option, and press the **OK** soft key.
5. Press the right soft key.
6. Press the **OK** soft key.
7. Press the **Esc** soft key one or more times to return to the idle display.

Transferring phone numbers to the Telephone Book

You can transfer any number in the Redial List or Caller List to the Telephone Book. See the following sections for information on transferring an entry:

- from the Redial List, see: “Transferring a number to the Telephone Book” on page 44.
- from the Caller List, see: “Transferring a number to the Telephone Book” on page 47.

Using the Redial List

The Redial List stores the last thirty parties dialled, with the most recent entry at the top of the list.

The following sections provide information about using the Redial List:

- “Dialling a number from the Redial List” on page 43
- “Transferring a number to the Telephone Book” on page 44
- “Deleting an entry or deleting all entries” on page 45

Figure 5: The Redial List



Dialling a number from the Redial List



1. Press the **Redial** soft key.



2. Press the **arrow** keys to scroll and highlight a telephone number.



3. Press the **Hook** key to dial the number.

Note: If you want to edit the number prior to dialling, long-press the **Hook** key to enter predial mode, as discussed in “To edit a number in predial mode.” on page 22.

Note: The beginning and end of the Redial List is marked by a dashed line.

Transferring a number to the Telephone Book

Use this option to transfer any number from the Redial List to the Telephone Book, where the number is treated as a new entry.



1. Press the **Redial** soft key.



2. Press the **arrow** keys to scroll and highlight a telephone number.



3. Press the **Options** soft key.



4. Press the **arrow** keys to scroll and highlight the **Add To** option, and press the **OK** soft key.



5. Press the **arrow** keys to scroll and highlight the **Telephone Book** option, and press the **OK** soft key.



6. Use the **dialpad** to enter or edit the telephone number.

- Move the cursor using the **arrow** () keys. New digits and characters are added in front of the flashing cursor.

- Press the right soft key () to delete individual digits or characters from the number.

- Press the **OK** soft key if you do not want to change a phone number or name.

- Long-press the right soft key () to exit without making any changes.



7. Use the **dialpad** to enter or edit the name, using the same keys and controls you used to edit the telephone number.



8. Press the **OK** soft key.

 Esc

9. Press the **Esc** soft key one or more times to return to the idle display.

Deleting an entry or deleting all entries



1. Press the **Redial** soft key.



2. Press the **arrow** keys to scroll and highlight a telephone number.

 Options

3. Press the **Options** soft key.



4. Press the **arrow** keys to scroll and highlight one of the following:

- **Delete** (to delete the selected entry)

- **Delete All** (to delete all entries in the Redial List)



and press the **OK** soft key.

5. At the **Sure?** prompt, choose one of the following:



- Press the **OK** soft key to delete the entry or entries form the Redial List.



- Press the **Esc** soft key to cancel changes.



6. Press the **OK** soft key.



7. Press the **Esc** soft key one or more times to return to the idle display.

Using the Caller List

The Caller List automatically stores a maximum of 30 accepted or missed calls; numbers are stored only if the incoming call number is transmitted. After 30 entries are stored in the Caller List, each additional call overwrites the oldest entry.

This section contains information on the following topics:

- “Dialling a number from the Caller List” on page 47
- “Transferring a number to the Telephone Book” on page 47
- “Deleting an entry or deleting all entries” on page 48

The following are features of the Caller List:

- When a call is not answered, the text *Missed Calls* is shown on the display until you open the Caller List.
- Multiple calls with the same phone number are stored only once.
- When you successfully make a call from the Callers List, the number is removed from the Callers List.

Symbols appear in front of each entry in the Caller List, indicating if the call was missed or rejected, as shown in Table 6.

Table 6: Call symbols

Symbol	Type of call
→	Missed call
↖	Rejected call
✓	Accepted call
✗	Call blocked by Call Filter
⌚	Call answered using the Auto Answer feature

Dialling a number from the Caller List

1. Press the **Info** key.
2. If the text *Missed Call* is displayed, the Caller List opens. Otherwise, press the **arrow** keys to scroll and highlight the **Caller List** option, and press the **OK** soft key.
3. Press the **arrow** keys to scroll and highlight a list entry.
4. Press the **Hook** key to dial the number.

Note: If you want to predial from the Caller List, long-press **Hook** (○), and then follow the predial procedure (for more information, see “To edit a number in predial mode:” on page 22).

Transferring a number to the Telephone Book

Use this option to transfer any number from the Caller List to the Telephone Book, where the number is treated as a new entry.

1. Press the **Info** soft key.
2. Press the **arrow** keys to scroll and highlight the **Caller List** option, and press the **OK** soft key.
3. Press the **arrow** keys to scroll and highlight an entry.
4. Press the **Options** soft key.
5. Press the **arrow** keys to scroll and highlight the **Add to** option, and press the **OK** soft key.

6. Press the **arrow** keys to scroll and highlight the **Telephone Book** option, and press the **OK** soft key.

 Telephone Book

OK



7. Use the **dialpad** to enter or edit the telephone number.

- Move the cursor using the **arrow** (**▶**) keys. New digits and characters are added in front of the flashing cursor.
- Press the right soft key (**◀**) to delete individual digits or characters from the number.
- Press the **OK** soft key if you do not want to change a phone number or name.
- Long-press the right soft key (**◀**) to exit without making any changes.



8. Use the **dialpad** to enter or edit the name, using the same keys and controls you used to edit the telephone number.

OK

 Esc

9. Press the **OK** soft key.

10. Press the **Esc** soft key one or more times to return to the idle display.

Deleting an entry or deleting all entries

1. Press the **Info** soft key.

 Info



2. Press the **arrow** keys to scroll and highlight the **Caller List** option, and press the **OK** soft key.

 Caller List

OK



3. Press the **arrow** keys to scroll and highlight a telephone number.

Options

4. Press the **Options** soft key.

5. Press the **arrow** keys to scroll and highlight one of the following:
 - **Delete** (to delete the selected entry)
 - **Delete All** (to delete all entries in the Redial List)
- OK
or
Delete All
OK
and press the **OK** soft key.
6. At the **Sure?** prompt, choose one of the following:
 - Press the **OK** soft key to delete the entry or entries from the Caller List.
 - Press the **Esc** soft key to cancel changes.
7. Press the **OK** soft key.
8. Press the **Esc** soft key one or more times to return to the idle display.

Using the Caller Filter list

Caller Filter allows you to selectively block or accept calls from specified phone numbers. You can store up to ten phone numbers in the Caller Filter list. When the Caller Filter function is active, a filter icon (Y) appears on the display.

This section contains information to help you work with Caller Filter, including adding and editing entries, and activating or deactivating Caller Filter.

Note: For Caller Filter to function, the caller's number must be transmitted through Integrated Services Digital Network (ISDN).

Working with Caller Filter

To open the Caller Filter menu:

Menu

1. Press the **Menu** soft key.



2. Press the **arrow** keys to scroll and highlight the **Caller Filter** option.

Caller Filter

OK

3. Press the **OK** soft key.

Adding an entry to the Caller Filter list

To add an entry in the Caller Filter list:

1. Open the **Caller Filter** menu as discussed in "To open the Caller Filter menu:" on page 50.



2. Press the **arrow** keys to scroll and highlight the **List of numbers** option, and press the **OK** soft key

List of Numbers

OK

Options

3. Press the **Options** soft key.

4. Press the **arrow** keys to scroll and highlight the **New** option, and press the **OK** soft key



New



5. Use the **dialpad** to enter the telephone number.

- Move the cursor using the **arrow** (**▶**) keys. New digits and characters are added in front of the flashing cursor.
- Press the right soft key (**◀**) to delete individual digits or characters from the number.
- Press the **OK** soft key if you do not want to change a phone number or name.
- Long-press the right soft key (**◀**) to exit without making any changes.

Note 1: Numbers can consist of a maximum of 32 characters. Names can consist of a maximum of 16 characters.

Note 2: One or more asterisks (***) can be entered at the end of a number to filter all numbers that begin with the specified sequence. For example: Enter 123* to filter numbers 1230-1239. Enter 123** to filter numbers 12300-12399.

6. Use the **dialpad** to enter the name, using the same keys and controls you used to edit the telephone number.
7. Press the **OK** soft key.
8. Press the **Esc** soft key one or more times to return to the idle display.



OK



Esc

Editing entries in the Caller Filter list

To edit existing entries in the Caller Filter list:

1. Open the **Caller Filter** menu as discussed in “To open the Caller Filter menu:” on page 50.

2. Press the **arrow** keys to scroll and highlight the **List of numbers** option, and press the **OK** soft key.

List of Numbers

OK



OK



3. Use the dialpad to enter or edit the number of the list entry, and press the **OK** soft key.
4. Use the dialpad to edit the name associated with the list entry.
5. Press the **OK** soft key.

OK

Esc

6. Press the **Esc** soft key one or more times to return to the idle display.

Activating Caller Filter

Note: If Caller Filter is active, and **Accept List** is configured, the handset accepts calls only from the numbers in the Caller Filter list; if **Block List** is configured, the handset blocks all calls from the numbers in the Caller Filter list.

1. Open the **Caller Filter** menu as discussed in “To open the Caller Filter menu.” on page 50.



Filter Options

OK

3. Press the **OK** soft key.



Accept List

or

Block List

or

Filter Off

4. Press the **arrow** keys to scroll and highlight one of the following:

— **Accept List**

— **Block List**

— **Filter Off**

OK

5. Press the **OK** soft key.

Esc

6. Press the **Esc** soft key one or more times to return to the idle display.

Transferring phone numbers to the Caller Filter list

You can transfer numbers to the Caller Filter list from the Telephone Book, Redial List, or Caller List.

1. Open one of:
 - Telephone Book (for more information, see “Using the Telephone Book” on page 36).
 - Redial List (for more information, see “Using the Redial List” on page 43).
 - Caller List (for more information, see “Using the Caller List” on page 46).
2. Press the **Options** soft key.


Options **Add To** **Caller Filter**
or
OK **Esc**
3. Choose one of the following:
 - Press the **arrow** keys to scroll and highlight the **Add To** option (if you are adding a number from the Redial or Callers List), and press the **arrow** keys to scroll and highlight **Caller Filter**.
 - Press the **arrow** keys to scroll and highlight the **Add To Filter** option (if you are adding a number from the Telephone Book).
4. Press the **OK** soft key.
5. Press the **Esc** soft key one or more times to return to the idle display.

Audio settings

You can configure the audio preferences with the following options:

- “Adjusting Ringer Settings” on page 54
- “Adjusting Earpiece or Handsfree speaker volume” on page 58

Adjusting Ringer Settings

Accessing the Ringer Settings menu

Menu

1. Press the **Menu** soft key.
2. Press the **arrow** keys to scroll and highlight the **Ringer Settings** option.

OK

3. Press the **OK** soft key.

Selecting the ringer melody

You can set a different melody for each of Incoming Calls, VIP calls, normal messages, and urgent messages. Select the melody by entering a number 0 to 60 or use the **arrow** keys.

To select ringer melodies:

Melody

OK

1. Open the **Ringer Settings** menu as discussed in “Accessing the Ringer Settings menu” on page 54.
2. Press the **arrow** keys to scroll and highlight the **Melody** option.

3. Press the **OK** soft key.



4. Press the **arrow** keys to scroll and highlight one of the following:

Incomming Calls

or

VIP

or

Normal Message

or

Ursgent Message

- **Incoming Calls**
- **VIP**
- **Normal Message**
- **Urgent Message**



5. Use the **dialpad** to select a melody 1 to 60.

Note: Table 7 provides a list of selected melody codes.

OK

6. Press the **OK** soft key.

Esc

7. Press the **Esc** soft key one or more times to return to the idle display.

The first lines of several national anthems are integrated in the handset and can be selected in the ringer settings by choosing one of the numbers shown in Table 7.

Table 7: Codes for national anthems

Enter	Anthem of
21	United Kingdom
22	Germany
23	Holland
24	Italy
25	France
26	Spain
27	Portugal
28	Sweden
29	Denmark
30	Norway

Selecting the ringer type

Use this procedure to switch on the ringer signalling function, and specify a full melody or a chirp (a short series of tones). The current selection is indicated by a check mark (✓).

To select ringer type:

1. Open the **Ringer Settings** menu as discussed in “Accessing the Ringer Settings menu” on page 54.
2. Press the **arrow** keys to scroll and highlight the **Type** option.

Type
3. Press the **OK** soft key.

4. Press the **arrow** keys to scroll and highlight one of the following:
 - **Full Melody**
 - **Chirp**


5. Press the **OK** soft key.

6. Press the **Esc** soft key one or more times to return to the idle display.


Selecting the ringer device

Use this function to activate the buzzer (audio alert), vibrator, or headset. The active function is indicated by a check mark (✓).

To select ringer device:

1. Open the **Ringer Settings** menu as discussed in “Accessing the Ringer Settings menu” on page 54.
2. Press the **arrow** keys to scroll and highlight the **Device** option.

Device
3. Press the **OK** soft key.




4. Press the **arrow** keys to scroll and highlight one of the following:

Buzzer

or

Vibrator

or

Headset

— **Buzzer**

— **Vibrator**

— **Headset**

Note: Both buzzer and vibrator can be turned on at the same time

OK

5. Press the **OK** soft key.

Esc

6. Press the **Esc** soft key one or more times to return to the idle display.

Selecting the ringer volume

Use this function to change the ringer volume.

To set ringer volume:



1. Open the **Ringer Settings** menu as discussed in “Accessing the Ringer Settings menu” on page 54.

Volume Settings

OK

3. Press the **OK** soft key.



4. Press the **arrow** keys to increase or decrease the volume.

Note: Alternatively, change the ringer volume by increments using digits 1 through 8 on the dialpad ().

OK

5. Press the **OK** soft key.

Esc

6. Press the **Esc** soft key one or more times to return to the idle display.

Adjusting Earpiece or Handsfree speaker volume

Use the **Volume Settings** menu option to set the volume for the Handsfree speaker or the Earpiece.

Menu

1. Press the **Menu** soft key.



2. Press the **arrow** keys to scroll and highlight the **Volume Settings** option, and press the **OK** soft key.



3. Press the **arrow** keys to scroll and highlight one of the following:

Earpiece

— **Earpiece**

or

— **Hands-free**

or

— **Headset**



4. Press the **OK** soft key.



5. Press the **arrow** keys to increase or decrease the volume.

Note: Alternatively, change the voice volume by increments using digits 1 through 8 on the dialpad.



6. Press the **OK** soft key.



7. Press the **Esc** soft key one or more times to return to the idle display.

Telephone Options

Use the **Telephone Options** menu to perform the following tasks:

- “Configuring the User Name” on page 60
- “Selecting the handset language” on page 60
- “Configuring the Emergency Call SOS number and message” on page 61
- “Configuring Mandown Call” on page 62
- “Configuring Voice Box No.” on page 65
- “Configuring Attention Tones” on page 65
- “Activating or deactivating Silent Charging” on page 66
- “Activating or deactivating Charger Answer” on page 67
- “Activating or deactivating Auto. Quick Hook” on page 67
- “Activating or Deactivating Auto Answer” on page 68
- “Configuring Message Options” on page 68
- “Adjusting the display contrast” on page 69

Configuring Telephone Options

Accessing the Telephone Options menu:

 Menu

1. Press the **Menu** soft key.
2. Press the **arrow** keys to scroll and highlight the **Telephone Options** option.

3. Press the **OK** soft key.


Configuring the User Name

Use the **User Name** option to store a name that appears on the idle display. The name can consist of a maximum 16 characters. For help on using the dialpad to enter characters, see “Dialpad layout” on page 36.

1. Access the **Telephone Options** menu as described in “Accessing the Telephone Options menu:” on page 59.



User Name

OK



OK

Esc

2. Press the **arrow** keys to scroll and highlight the **User Name** option, and press the **OK** soft key.

3. Use the dialpad to enter or edit the User Name.

4. Press the **OK** soft key.

5. Press the **Esc** soft key one or more times to return to the idle display.

Selecting the handset language

Use the **Language** option to set the display language. You can select from 12 different languages.

1. Access the **Telephone Options** menu as described in “Accessing the Telephone Options menu:” on page 59.



Language

OK



English

OK

Esc

2. Press the **arrow** keys to scroll and highlight the **Language** option, and press the **OK** soft key.

3. Press the **arrow** keys to scroll and highlight the language you want to use, for example, **English**.

4. Press the **OK** soft key.

5. Press the **Esc** soft key one or more times to return to the idle display.

Configuring the Emergency Call SOS number and message

Emergency Call allows you to dial a number or send a text message in the event of an emergency. Use the Emergency Call menu option to store an SOS number and text message. When you press the SOS key, one of the following occurs:

- If no message is entered, the SOS number is dialed (normal call).
- If a message is defined (up to 160 characters long), the message is sent to the defined SOS number.

Note: You can send text messages only if supported by your system. Consult your system administrator to find out what features are available for your use.

After an SOS message is sent, the message is stored in the Text Message list (refer to “Using Text Messaging” on page 29).

1. Access the **Telephone Options** menu as shown in “Accessing the Telephone Options menu:” on page 59.

2. Press the **arrow** keys to scroll and highlight the **Emergency Call** option.



Emergency Call



3. Press the **OK** soft key.



Messages
or

SOS number

— **Messages**

— **SOS number**



5. Use the dialpad to enter the **Message** or **SOS number**.



6. Press the **OK** soft key.



7. Press the **Esc** soft key one or more times to return to the idle display.

Configuring Mandown Call

The DECT Handset 4065R is equipped with Mandown detection using a tilt switch on the handset.

Activate to deactivate Mandown using the in the Mandown Call option in the Telephone Options menu, or press the shortcut Menu . You can also use this menu to store the phone number and text message for mandown calls.

Note: If a text message is stored, the mandown call is a text message. If no text message is stored, the mandown call is a voice call.

Mandown Call is automatically activated when an SOS number is programmed in the Mandown Call option. Mandown is automatically deactivated when the SOS number in the Mandown Call option is deleted. The message *Mandown Call* is displayed when the mandown feature is activated.

A mandown call is initiated when the handset orientation changes from upright to horizontal. One of the following occurs:

- If no text message is entered, the Mandown number is dialled (voice call).
- If a text message is defined, the text message is sent to the defined Mandown number.
- If no number is defined, Mandown is disabled.

To provide additional security, you can enable an auto answer function on the handset when Mandown Call is activated. When **Auto Answer** is activated, the handset automatically answers incoming calls in handsfree mode. Outgoing mandown calls cannot be initiated during this time, however the Repeat feature in the Mandown Call menu can be programmed to make an outgoing mandown call when the incoming auto-answered call is completed. If **Auto Answer** is not enabled, incoming calls are rejected while the handset initiates a mandown call.

Mandown timers

To prevent accidental activation of the Mandown Call feature, the handset provides three timers:

- Delay timer — The Delay time is the time that must elapse before mandown is activated. During this time the handset display remains in normal mode. There is no alert/attention tone. If the handset returns to the vertical position during this time, the Delay timer is deactivated.

Once the Delay timer has expired, the Pre-alarm timer begins.

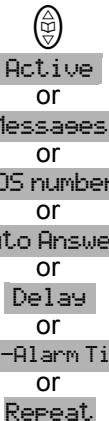
- Pre-alarm timer — The Pre-alarm timer can be cancelled by pressing the Esc soft key. The Pre-alarm timer is not cancelled if you return the handset to an upright position. The Pre-alarm timer produces an audible beep.
- Repeat timer — If the handset is placed in a horizontal position while a call is established, the phone does not initiate the Mandown call unless a text message is configured. If no text message is configured, the phone initiates a Mandown call when the call ends, after the Repeat timer expires. Press the **Esc** soft key to cancel the Repeat timer. The Repeat timer is silent.

Note: If no Pre-alarm timer value has been configured, the Mandown call is initiated when the Delay timer reaches zero.

To configure Mandown Call:

1. Access the **Telephone Options** menu as described in “Accessing the Telephone Options menu.” on page 59.
2. Press the **arrow** keys to scroll and highlight the **Mandown Call** option.

Mandown Call
3. Press the **OK** soft key.

4. Press the **arrow** keys to scroll and highlight one of the following:
 - **Active**
 - **Messages** (optional)
 - **SOS number**
 - **Auto Answer** (optional)
 - **Delay** (optional)
 - **Pre-Alarm Time** (optional)
 - **Repeat** (optional)
5. Depending on your selection in step 4, perform one of the following:
 - If you chose **Messages** or **SOS number**, use the dialpad to enter the text of your message or the number to call in the event of Mandown.
 - If you chose **Delay**, use the **arrow** keys to select the delay time you prefer.
 - If you chose **Active** or **Auto Answer**, skip to the next step.
6. Press the **OK** soft key.
7. Press the **Esc** soft key to end the call.

Note 1: If the handset is reset, the mandown function is deactivated. However, the SOS number and message text for the mandown call are not deleted. If the handset is switched off, the stored mandown configuration remains unchanged.

Note 2: During a Mandown call, you can adjust the volume using the volume key. Press the **Esc** soft key to exit the volume settings. All other keys are locked.

Configuring Voice Box No.

Use this option to preconfigure the handset to automatically dial the Voice Mail access number, and automatically enter your voice box number and password.

1. Access the **Telephone Options** menu as described in “Accessing the Telephone Options menu:” on page 59.



2. Press the **arrow** keys to scroll and highlight the **Voice Box** option, and press the **OK** soft key.



3. Use the dialpad to enter the following:
 - a. Voice Mail access number
 - b. P (pause) — long-press zero (①)
 - c. ② (replaces mail box number)
 - d. voice box password (optional) followed by ②
4. Press the **OK** soft key.
5. Press the **Esc** soft key one or more times to return to the idle display.

Configuring Attention Tones

Use the Attention Tones option to configure the handset to emit an acoustic warning when:

- a key is pressed (Key click)
- there is a danger of losing the radio link (Coverage warning)
- the battery charge is too low (Battery alarm)
- a setting is confirmed (Confirm tones)
- the end of a menu is reached

To activate or deactivate Attention Tones:

1. Access the **Telephone Options** menu as described in "Accessing the Telephone Options menu:" on page 59.
2. Press the **arrow** keys to scroll and highlight the **Attention Tones** option.
 **OK**
 **Key click**
or
 **Coverage**
or
 **Battery alarm**
or
 **Confirm tones**
or
 **End of Menu**
3. Press the **OK** soft key.

4. Press the **arrow** keys to scroll and highlight one of the following:
 - **Key click**
 - **Coverage warning**
 - **Battery alarm**
 - **Confirm tones**
 - **End of Menu**
5. Press the **OK** soft key.

Note: A check mark indicates that the selected option is activated.

6. Press the **Esc** soft key one or more times to return to the idle display.


Activating or deactivating Silent Charging

Activate Silent Charging if you do not want the handset to alert (buzz or vibrate) while in the charger. When this option is activated (✓), the phone displays the text *Silent Charging* when placed on the charger. Operation returns to normal when you lift the handset from the charger.

1. Access the **Telephone Options** menu as described in "Accessing the Telephone Options menu:" on page 59.
2. Press the **arrow** keys to scroll and highlight the **Silent Charging** option.
 **Silent Charging**

-  3. Press the **OK** soft key.

Note: A check mark indicates the selected option is activated.

-  4. Press the **Esc** soft key one or more times to return to the idle display.

Activating or deactivating Charger Answer

Activate Charger Answer if you want to be able to answer incoming calls by lifting the handset out of the charger. End the call and resume charging by returning the handset to the charger.

1. Access the **Telephone Options** menu as described in “Accessing the Telephone Options menu:” on page 59.

2. Press the **arrow** keys to scroll and highlight the **Charger Answer** option.

-  3. Press the **OK** soft key.

Note: A check mark indicates the selected option is activated.

Activating or deactivating Auto. Quick Hook

Activate or deactivate this option to control how Quick Call numbers are dialled:

- When Auto Quick Hook is enabled (✓), press any previously assigned Quick Call number, and the associated phone number is immediately dialed.
- When Auto Quick Hook is disabled, press any previously assigned Quick Call number, and the associated phone number is entered automatically in predial mode.

1. Access the **Telephone Options** menu as described in “Accessing the Telephone Options menu:” on page 59.

2. Press the **arrow** keys to scroll and highlight the **Auto. Quick Hook** option.



Auto. Quick Hook

3. Press the **OK** soft key.



Note: A check mark indicates the selected option is activated.



4. Press the **Esc** soft key one or more times to return to the idle display.

Activating or Deactivating Auto Answer

Use the Auto Answer feature to configure the handset to automatically answer an incoming call after two ringer alerts sound. The Auto Answer function only works when the headset is connected.

To activate or deactivate Auto Answer:

1. Access the **Telephone Options** menu as described in “Accessing the Telephone Options menu.” on page 59.



Auto Answer

2. Press the **arrow** keys to scroll and highlight the **Auto Answer** option.



3. Press the **OK** soft key.

Note: A check mark indicates the selected option is activated.



4. Press the **Esc** soft key one or more times to return to the idle display.

Configuring Message Options

Use this option to control whether normal messages are immediately displayed when received, or are stored.

Note: This option is available only if your telephone system supports it. Check with your system administrator to determine what features are available for your use.

1. Access the **Telephone Options** menu as described in “Accessing the Telephone Options menu:” on page 59.



Message Options

2. Press the **arrow** keys to scroll and highlight **Message Options**.



Overwrite
or
Display

3. Press the **arrow** keys to scroll and highlight one of:
 - **Overwrite**
 - **Display**

Note: The message memory can store a maximum of ten messages. Use the Overwrite option to control what the handset does when ten messages are already stored:

- Overwrite enabled (the oldest message is overwritten)
- Overwrite disabled (the new message is rejected)



4. Press the **OK** soft key.

Note: A check mark indicates the selected option is activated.



5. Press the **Esc** soft key one or more times to return to the idle display.

Adjusting the display contrast

Use the Display Contrast option to adjust the display contrast.

1. Access the **Telephone Options** menu as described in “Accessing the Telephone Options menu:” on page 59.



2. Press the **arrow** keys to scroll and highlight the **Disp. Contrast** option.

Disp. Contrast



3. Press the **OK** soft key.



4. Press the **arrow** keys to increase or decrease the display contrast.

Note: You can also use the dialpad keys 1 through 8 to adjust the display contrast.



5. Press the **OK** soft key.



6. Press the **Esc** soft key one or more times to return to the idle display.

Configuring DECT system information

Before you can make a telephone call using the DECT handset, the handset must be subscribed to a DECT system. The handset can be operated with a maximum of ten DECT systems.

Note: When the handset is not yet subscribed to the system, the display shows *No Subscription*.

Use the **System** menu to perform the following tasks:

- “Subscribing the handset to a DECT system” on page 71
- “Manually selecting the DECT system” on page 73
- “Enabling automatic DECT system selection” on page 74
- “Deleting a system” on page 75
- “Editing the system name and phone number” on page 76
- “Checking the Equipment ID (IPEI)” on page 76

To carry out the following steps, you must be familiar with the use of the handset controls; see “Handset controls” on page 13.

Accessing the System menu:

 Menu



 System

 OK

1. Press the **Menu** soft key.
2. Press the **arrow** keys to scroll and highlight the **System** option.
3. Press the **OK** soft key.

Subscribing the handset to a DECT system

The handset must be subscribed to at least one DECT system before it can be used. Ask your system administrator to subscribe your DECT handset to a system.

Note: If your handset is preinstalled by your supplier, you need not subscribe to a system. If the handset is not subscribed to any systems, it displays the message *No Subscription*.

The handset can be subscribed to up to ten different communications systems, for which it stores a subscription record. Each subscription record includes a name; whenever the handset enters the range of a DECT system, this name appears in the handset display.

Before you subscribe to a DECT system, acquire the following information from your system administrator:

- PARK code. Use a PARK code system ID only if more than one DECT systems overlap in your location.
- Authorization code. Use this code (PABX-PIN) to register the handset with the DECT system.
- DECT system name. The name of the system to which you are subscribing. Once entered, it appears on the idle display. For more information concerning the entry of numbers, see “Dialpad layout” on page 36.
- Local phone number assigned to your DECT handset.
 1. Access the **System** menu as shown in “Accessing the System menu:” on page 71.
 2. Press the **arrow** keys to scroll and highlight the **Subscription** option, and press the **OK** soft key.
Subscription
OK
 3. Press the **Options** soft key.
Options
New
OK
 4. Press the **arrow** keys to scroll and highlight the **New** option, and press the **OK** soft key.
New
OK
 5. Press the **OK** soft key to confirm the International Portable Equipment Identity (IPEI) display.



OK

6. Use the dialpad to enter the PARK code at the **PARK** prompt and press the **OK** soft key.

Note: Use a PARK code system ID only if more than one DECT systems overlap in your location. If only one DECT system is available, make no entry and press the **OK** soft key.



OK

7. Use the dialpad to enter the PIN (authentication code) at the **PIN** prompt and press the **OK** soft key.



OK

8. Use the dialpad to enter the System Name at the **Enter name** prompt and press the **OK** soft key.



OK

9. Use the dialpad to enter the phone number assigned to your handset at the **Enter Number** prompt and press the **OK** soft key.



10. Press the **Esc** soft key one or more times to return to the idle display.

You can now use the handset to make and receive calls.

Manually selecting the DECT system

If the handset is subscribed to several DECT systems, use this option to select which system the handset uses.

1. Access the **System** menu as shown in “Accessing the System menu.” on page 71.



Subscription

OK

2. Press the **arrow** keys to scroll and highlight the **Subscription** option, and press the **OK** soft key.



Options

3. Press the **arrow** keys to scroll and highlight the system name.

4. Press the **Options** soft key.



Select

5. Press the **arrow** keys to scroll and highlight the **Select** option.

Note: Choosing this option disables automatic system selection. See “Enabling automatic DECT system selection” on page 74.



6. Press the **OK** soft key.

Note: A check mark indicates the selected system is activated.



7. Press the **Esc** soft key one or more times to return to the idle display.

Enabling automatic DECT system selection

If the handset is subscribed to several DECT systems and the auto search function is enabled (✓), the handset automatically selects the nearest system. As a result, your handset is automatically logged-in to another of your subscribed DECT systems when you move out of the effective range of the current system. This function is disabled if a specific system is selected using the option “Manually selecting the DECT system” on page 73.

1. Access the **System** menu as shown in “Accessing the System menu:” on page 71.



Subscription

2. Press the **arrow** keys to scroll and highlight the **Subscription** option.



3. Press the **OK** soft key.



Auto. Search

4. Press the **arrow** keys to scroll and highlight the **Auto. Search** option.

Options

5. Press the **Options** soft key.



Select

6. Press the **arrow** keys to scroll and highlight the **Select** option.



7. Press the **OK** soft key.

Note: A check mark indicates that **Auto. Search** is activated.

- Esc** 8. Press the **Esc** soft key one or more times to return to the idle display.

Deleting a system

Use this function to remove a DECT system registration from your handset.

Note: Be careful when deleting DECT systems from the handset. The handset must be subscribed to at least one DECT system or it will not work.

1. Access the **System** menu as shown in “Accessing the System menu.” on page 71.

2. Press the **arrow** keys to scroll and highlight the **Subscription** option, and press the **OK** soft key.



Subscription



3. Press the **arrow** keys to scroll and highlight the system name.

Options

4. Press the **Options** soft key.



5. Press the **arrow** keys to scroll and highlight the **Delete** option.

Delete



6. Press the **OK** soft key.

7. At the **Sure?** prompt, choose one of the following:



- Press the **OK** soft key to delete the selected DECT system.



- Press the **Esc** soft key to cancel changes.



8. Press the **Esc** soft key one or more times to return to the idle display.

Editing the system name and phone number

Use this option to change the system name or phone number on the handset:

1. Access the **System** menu as shown in “Accessing the System menu.” on page 71.



Subscription



Options



2. Press the **arrow** keys to scroll and highlight the **Subscription** option, and press the **OK** soft key.

3. Press the **arrow** keys to scroll and highlight the system name.

4. Press the **Options** soft key.

5. Press the **arrow** keys to scroll and highlight the **Edit** option, and press the **OK** soft key.

6. Use the dialpad to edit the system name, and press the **OK** soft key.

7. Use the dialpad to edit the local phone number.

8. Press the **OK** soft key.

9. Press the **Esc** soft key one or more times to return to the idle display.

Checking the Equipment ID (IPEI)

Use this option to check the international handset identification.

1. Access the **System** menu as shown in “Accessing the System menu.” on page 71.



IPEI



2. Press the **arrow** keys to scroll and highlight the **IPEI** option.

3. Press the **OK** soft key.

4. Press the **Esc** soft key one or more times to return to the idle display.

Security functions

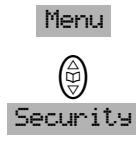
The security functions are protected by a four-digit Personal Identification Number (PIN). The PIN is needed only when the Read-Only option is switched on.

Use the **Security** menu for the following:

- “Changing the PIN” on page 78
- “Activating Read-Only” on page 78
- “Resetting the handset” on page 79

If you have forgotten your PIN, contact your system administrator.

Accessing the Security menu:



1. Press the **Menu** soft key.
2. Press the **arrow** keys to scroll and highlight the **Security** option.
3. Press the **OK** soft key.
4. Use the dialpad to enter the PIN.
Note: When your phone is shipped from the factory, the PIN is set to 0000. When you enter the PIN, a string of asterisks (****) is displayed for security reasons.
5. Press the **OK** soft key.
6. Press the **Esc** soft key one or more times to return to the idle display.

Changing the PIN

Use the **Change PIN** option to reset the PIN to a number you can remember. The numbers you enter are displayed as a string of asterisk (***)). For additional security, you must enter the new PIN twice.

1. Access the **Security** menu as shown in “Accessing the Security menu:” on page 77.



Change PIN

2. Press the **arrow** keys to scroll and highlight the **Change PIN** option.



3. Press the **OK** soft key.



4. Use the dialpad to enter the old PIN.



5. Press the **OK** soft key.



6. Use the dialpad to enter the new PIN.



7. Press the **OK** soft key.



8. Use the dialpad to repeat the new PIN.



9. Press the **OK** soft key.



10. Press the **Esc** soft key one or more times to return to the idle display.

Activating Read-Only

Activate the Read-Only option to prevent other users from making changes to the handset settings. When Read-Only is enabled, the user can view settings in the menus, but cannot make any changes.

1. Access the **Security** menu as shown in “Accessing the Security menu:” on page 77.



Read-Only

2. Press the **arrow** keys to scroll and highlight the **Read-Only** option.



3. Press the **OK** soft key.

Resetting the handset

Use Handset Reset to return all settings to the delivery state, with the exception of the Telephone Book, the PIN, the Mandown settings (however, Mandown is deactivated), system registrations, and the Read-Only setting.

1. Access the **Security** menu as shown in “Accessing the Security menu:” on page 77.



Reset



2. Press the **arrow** keys to scroll and highlight the **Reset** option.

3. Press the **OK** soft key.

4. At the **Sure?** prompt, choose one of the following:

— Press the **Yes** soft key to Reset the handset.

— Press the **No** soft key to cancel changes.

Yes
or
No

Accessing additional features using FFC or SPRE codes

Use Flexible Feature Codes (FFC) and Special Prefix (SPRE) codes to access additional features. Contact your system administrator to see if this feature is available for your use. The two types of codes are used as follows:

- **Flexible Feature (FFC) codes** — dial an FFC code to access some of your handset's features. To use an FFC, enter the FFC and press the **Hook** key.
- **Special Prefix (SPRE) codes** — dial an SPRE code plus a one or two digit number to access some of your handset's features. The SPRE codes are unique to your system; however, the digits following the SPRE are fixed. For example, dial SPRE + 74 to forward all of your calls to another number.

To access additional features using FFC or SPRE codes:



1. Enter the FFC or SPRE code while the handset is idle.
2. Press the **hook** key.



Note: Contact your system administrator for the FFC and SPRE codes.

Use Table 8 to list the FFCs or the SPRE codes assigned by your system administrator.

Table 8: FFCs and SPRE codes

FFC or SPRE code	Feature
	Call Forward – to activate
	Call Forward – to deactivate

Accessories

Table 9 lists accessories that are available for the DECT Handset 4065R.

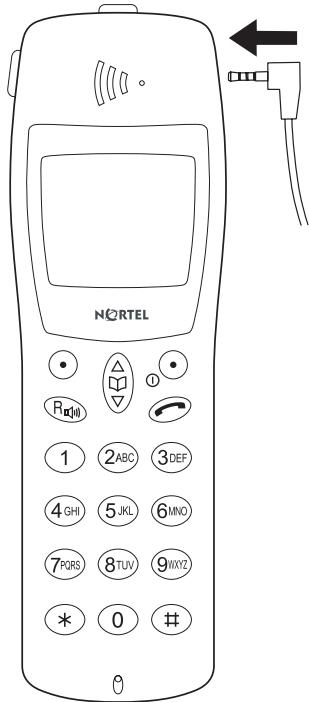
Table 9: Accessories

Item	Description	Order Code
AC Adapter Charging Rack Base	AC Adapter for charging rack base – International/UK mains plug	N0026094
AC Adapter Int	AC Adapter for Desktop Charger – International mains plug	N0035845
AC Adapter Int Plus	AC Adapter for Desktop Charger Plus – International mains plug	N0035850
AC Adapter UK	AC Adapter for Desktop Charger – UK mains plug	N0035846
AC Adapter UK Plus	AC Adapter for Desktop Charger Plus – UK mains plug	N0035851
Battery Pack	Extra handset battery	N0035856
Belt Clip	Extra belt clip	N0035857
Desktop Charger		N0035849
Desktop Charger Plus	Charger that allows you to charge more than one battery at one time	N0035854
Handset carry Case	Leather pouch plus pouch belt clip	N0035855
Handset Charging Rack Base	Base for charging rack, supporting up to eight charging racks	N0041285
Headset		A0550712
MEM Card	Replacement MEM card	N0035858
MEM Card Tool	USB MEM card tool including Application CD.	N0035860
Rack Charger	Charger for rack charger base	N0041286

Installing the headset

If you want to use the optional headset with your DECT Handset 4065R, install it as shown in Figure 6.

Figure 6: Installing the headset



Installing or removing the MEM card

The DECT Handset 4065R is equipped with a removable MEM card. Using the optional MEM card tool and software, you can edit the phone's Telephone Book using your suitably equipped PC.

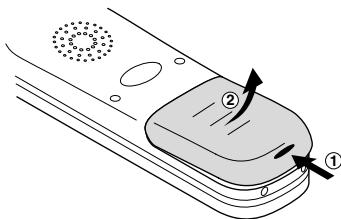
Removing the battery pack

The MEM card tray is located under the battery pack on the back of the handset.

To remove the battery pack:

1. Ensure that the handset is switched off.
2. Place the handset with the display down on a flat surface
3. Press the lever, as shown in Figure 7 (1), while lifting the battery up, as shown in Figure 7 (2).

Figure 7: Removing the battery pack



Removing the MEM card

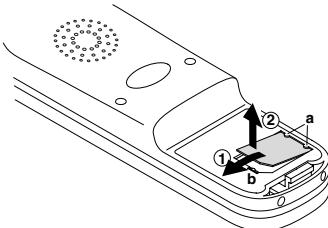
Use the following procedure to remove the MEM card from the handset.

Note: This procedure is required only if you plan to use the MEM card with the optional MEM card tool.

To remove the MEM card:

1. Press the small tag b locks to release the MEM card.
2. Slide the MEM card out from under the two small crescents, as shown in Figure 8 (1), and lift it out, as shown in Figure 8 (2).

Figure 8: Removing the MEM card



Installing the MEM card

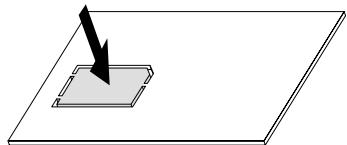
Use the following procedure to install the MEM card into the handset.

To extract the MEM card from its frame:

Note: If a new MEM card is required, it is delivered in a larger frame; use this step to remove it from the frame prior to installing it into the handset.

1. Remove the MEM card from the frame, as shown in Figure 9.

Figure 9: Extracting the MEM card from its frame

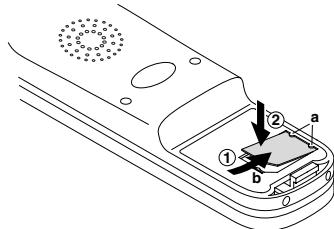


Note: When removing the MEM card from its frame, ensure that you do not touch the metal contacts.

To install the MEM card into the handset:

1. Place the MEM card into the MEM card tray with the notch in position b and the metal contacts face down.
2. Shift the MEM card under the two small crescents, as shown in Figure 10 (1).
3. Press the MEM card downwards until the small tag b locks, as shown in Figure 10 (2).

Figure 10: Installing the MEM card into the handset

**Reinstalling the battery pack**

For information about reinstalling the battery pack, see “Installing the battery pack” on page 10.

Terms you should know

Communication Server 1000 (CS1000)

Your office communication system.

DECT

Integrated Digital Enhanced Cordless Telecommunications.

Directory Number (DN)

A number consisting of one to seven digits for a telephone. Also known as an *extension number*.

Fixed key

The hard-labeled keys on your telephone.

Flexible Feature Codes (FFCs)

Specialized codes entered using the dialpad that enable features (for example, Ring Again).

Hands-free

A method of conversing with the party on the other end of the line without lifting your handset.

Key Lock

A feature used to disable key input and prevent any accidental operation.

Long-Press

Press and hold a key for 2 seconds, and then release it.

Mandown

An automated distress-call feature available on your phone.

Messaging System

A system, such as DECT Messenger, that allows text messages to be sent and received by your DECT handset.

Soft keys

Two keys, located below the display, with programmable functions and labels.

System or Switch

Your office communication system.

Voice Mail

A system that allows you to exchange spoken messages with other users.

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Nortel Communication Server 1000

DECT Handset 4065R

User Guide

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